

USAREUR DATA INPUT INSTRUCTIONS - EMERGENCY CONTACT DATA SYSTEM

The new Emergency Contact Data System (web-based version for Next of Kin notification) is ready for employee input. Headquarters, Department of Army has established the central web site at <http://www.cpol.army.mil> then go to "Emergency Contact Data". The following is provided to assist in completing the on-line data screens.

SCREEN - Emergency Contact Information

Authority, Principal Purpose, Routine Uses, and Disclosure
(Click on "Continue")

SCREEN - Employee Emergency Data

User Login

(For first time user, click on "New User")

(A New User Registration screen will appear)

SCREEN - New User Registration

(Enter your SSN, hire information, and select date of birth)

(Click on "Continue")

SCREEN - Create Password

(Follow the page instructions and click on "Continue")

(At SCREEN - User Login, enter your SSN and new password)

SCREEN - Employee Emergency Data

Employee Information

(If OCONUS, enter the home and work phone numbers for the local country in the second box after the word, "Or" -

DO NOT use hyphens between the digits)

(Enter the local country office street address in the appropriate box)

SCREEN - Employee Emergency Data

Primary Emergency Contact Information

(Enter the local country home address in "Address" or the appropriate stateside address if the primary contact is located stateside)

(Enter the local country city/town/village in "City" or the appropriate stateside address if the primary contact is located stateside)

(Select "Unspecified" for the "State" if address is in a local country or the specific state if the primary contact is located stateside)

(Select "Germany" or the appropriate local country for "Country")

(Enter the correct postal zip in "Zip code")

(If OCONUS, enter the access code, country code, and number in "Other Country Phone Number" box -
DO NOT use hyphens between the digits)

SCREEN - Alternate Emergency Contact Information

(Enter the appropriate stateside or local country address -
Remember, if using a contact person in a local country, follow the same instruction as described under the Primary Emergency Contact Information above)

(Save the information, Wait for the response message, and Exit the system)

MISSION ACCOMPLISHED - THANKS FOR YOUR SUPPORT!